

R U N S H A W C O L L E G E <hr style="border: 1px solid red; width: 100px; margin: 5px auto;"/>	RUNSHAW COLLEGE CORPORATION MINUTES OF THE REMUNERATION AND ORGANISATIONAL DEVELOPMENT COMMITTEE MEETING MONDAY 24TH JUNE 2019
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Present Joshi Jariwala (Chair), Simon Partington, Diane Bourne
In attendance Fatema Hussein (Clerk to the Corporation), Tracey Croft (HR Director)

Meeting began 4.00pm
Meeting closed 6.00pm

Attendance 75%

1. APOLOGIES FOR ABSENCE

Apologies were received and accepted from Louise Myers.

2. DECLARATIONS OF INTEREST

There were no declarations of interest.

3. MINUTES OF THE MEETING HELD ON 13TH MARCH 2019

3.1 Approval of the Minutes

Agreed: that the minutes are approved as a correct record and authorised for publication.

3.2 Matters Arising from the Minutes

Item 11 Policy Reviews

The HR Director reported that all policies had been approved by the Unions and communicated to staff.

4. SUCCESSION PLANNING REPORT

The HR Director presented the report and the following points were noted:

- Between 70-80% of management posts had an identified successor
- There were some areas where there was a gap, and this included specialist subjects such as Classics
- Over 70% of posts in the Senior Management team had an identified successor
- College had recently experienced some difficulty in recruiting to the Head of Business post and alternative arrangements had been put in place for the Head of Law to cover this post

- Relevant experience was not the only reason for an individual to be identified as a possible successor, and values and behaviours were also important

The Committee agreed that the data was positive but noted that an individual's personal and other circumstances may affect the implementation of the succession plan.

5. PENSIONS LIFETIME / ANNUAL ALLOWANCE LIMIT

The HR Director presented the paper and explained that:

- A greater number of individuals were likely to incur a tax charge on their pension provision due to the annual and lifetime allowance limit having been exceeded
- This could create retention issues and had prompted some employers to adopt a policy of paying a separate cash payment to employees who decided to opt out of the pension scheme due to exceeding the limit
- The practice was not widespread, but the NHS used this method on a Trust by Trust basis
- There had been a case in Wales where the Welsh Audit Office had found that a local authority had acted contrary to the law by making supplementary payments to senior officers who had opted out of the pension scheme
- One of the main drawbacks of leaving the pension scheme was losing the death in service benefit
- There was a reputation risk if College was seen to be overly generous with its remuneration packages for senior staff and / or providing a way for individuals to avoid a tax liability

The Principal reported that due to the retention crisis in the NHS, consideration was now being given to introducing a 50/50 pension scheme which would benefit employees who were not quite ready to retire

A detailed discussion ensued and Governors commented that:

- Individuals on the highest salaries should not be seen to be receiving additional benefits that other employees did not receive
- The pensions lifetime allowance limit may affect many employees in public sector pension schemes in the near future
- The Government may need to take action to address this if it was going to create an issue with staff retention

Governor Questions

Q. Was there a separate death in service insurance policy in place for Senior Postholders?

A. This was in place and the pay-out would be one times the salary.

A Governor suggested that organisations in the Corporate sector had a private life insurance scheme in place for employees and it may be worth considering the provision of a scheme for all staff who decided to opt out of the pension scheme subject to a cap on the pay-out.

The Committee agreed that any scheme that may be introduced must not be seen as incentivising employees to come out of the pension scheme and this would need to be factored in.

The Clerk advised that it would be appropriate for the Board to seek advice from the College's financial and legal advisors before implementing any new initiatives in relation to this.

RESOLVED:

Governors agreed that additional information on alternative schemes was provided to the Committee for consideration at the next meeting.

ACTION:

Clerk / November Agenda

6. EMPLOYMENT LAW UPDATE / CONSULTATIONS

The Committee reviewed the updates that had been provided and the following points were noted:

- College would be updating its special leave policy in readiness for the introduction of the parental bereavement act
- Runshaw was generous with compassionate leave in such cases
- The good work plan was intended to further strengthen employment rights for workers and College would be reviewing its policies to ascertain if there were any potential gaps
- Responses were to be submitted to the consultations on F.E. workforce data collection and the local government pension scheme for support staff

In response to a question, the HR Director provided further details on the consultation questions and the College's planned response.

7. CONTRACTS OF EMPLOYMENT

The HR Director explained that:

- AOC model contracts had been updated in consultation with Irwin Mitchell LLP
- These had also been reviewed by the College's employment lawyers to reflect local circumstances
- Four main contracts had been updated and these were; Principal, Designated Senior Postholder, Teacher and Apprentice
- The key changes were in relation to notice periods and when notice was deemed to have been given, clarification on the specific deductions in salary for being on strike or for any other reasons
- The key change to the Principal's contract was that it had to be signed under deed

Governor Questions

Q. Was the Union happy with the proposed deduction in salary in respect of strike days?

A. It was confirmed that they were as it was consistent with deductions made for other reasons of absence

Q. Was there a contract of employment in place for Apprentices who were over 18 years of age?

A. It was confirmed that there was

Q. Did the carry forward of leave due to sickness apply to all contracts?

- A. It only applied to support staff contracts as Teaching staff had set holiday periods due to the nature of their duties

RESOLVED:

The Committee approved the revised contracts of employment and agreed that the Senior Postholder contracts were recommended to the Board for approval

ACTION:

Clerk / September Board agenda

8. STRATEGIC PLAN 2018/19 MONITORING REPORTS

The Committee considered the monitoring reports which set out key actions required to meet targets contained in the Strategic Plan and indicated progress to date with them.

The following points were noted:

8.1 Chapter 9 – Staffing

- The Principal had written to the Chief Executive of Advanced seeking better settlement terms, but no positive response had been received
- An agreement had been signed to end the contract
- Work had commenced to extend the functionality of the existing HR and payroll system
- There had been significant developments in Jane HR and College was considering purchasing the employee and manager elements of the system
- These were stand alone packages and would not involve any data transfer
- Jane HR had not been as responsive in meeting requests

Governor Questions

Q. Were there any lessons learned from the issues with Advanced?

A. College had purchased a new finance system from Advanced with very few teething problems and it had been assumed that it would be the same for the HR system. It may have been better to have seen a demonstration of the HR system before making a commitment. College had been an early adopter and perhaps should have waited. It would have been advantageous to have considered a fixed price package and have some penalty clauses built in

Q. Had a bespoke package being purchased from Advanced?

A. It was an off the shelf package

8.2 Chapter 10 – Equality & Diversity

- Mental health for both staff and students was to be a key area of focus next year
- Consideration was being given to introducing mandatory training on mental health and well-being
- AOC were to deliver a presentation on the mental health charter for students and share updates on mental health initiatives in the College sector

8.3 Chapter 12 – Health, Safety & Wellbeing

- A health and well-being day had been organised for 11th July and some new activities including Nordic Walking and cardiovascular checks had been added.

The Committee agreed that College continued to take a pro-active approach to health and well-being, and this was positive.

9. POLICY REVIEWS

The Director of HR referred the Committee to the executive summary which highlighted the key changes that were being proposed to each policy.

9.1 Code of Professional Conduct

RESOLVED:

The Code of Professional Conduct was approved, subject to amendments and consultation with the recognised trade unions.

9.2 Management of Attendance Policy

RESOLVED:

The Management of Attendance Policy was approved, subject to amendments and consultation with the recognised trade unions.

9.3 Policy for the Protection of Staff from Abuse, Aggression and Unreasonable Behaviour

Governor Questions

Q. Was there a protocol in place for escalating any information or intelligence received to the Principal?

A. The Principal stated that this would always be based on individual judgement

Q. Was College confident with the process that was in place?

A. Managers had exercised their judgement in relation to the incident on 4th March and the actions taken would not have been any different and not changed the outcome. The independent investigation had recommended that a clearer system needed to be in place for logging information and informing senior management

RESOLVED:

The Policy for the Protection of Staff from Abuse, Aggression and Unreasonable Behaviour was approved, subject to amendments and consultation with the recognised trade unions.

9.4 Social Media Policy

RESOLVED:

The Social Media Policy was approved, subject to amendments and consultation with the recognised trade unions.

9.5 Special Leave Policy

It was noted that the key change was the number of days with pay to attend a job interview had been increased from one to two.

RESOLVED:

The Special Leave Policy was approved, subject to amendments and consultation with the recognised trade unions.

10. FACILITIES TIME REPORT

The Committee reviewed the report and it was noted that there were no areas of concern. The report was to be shared with trade union colleagues at the next Joint Consultative Committee.

11. RISK REGISTER

The Committee reviewed the risk register and in response to a question about trade union relationships, the HR Director advised that they were positive and there was a mutual understanding that funding was dependent on Government policy and not all requests were affordable.

The Principal provided an update on measures that had been taken to improve support staff satisfaction levels.

12. RESERVED BUSINESS

12.1 Minutes of Reserved Business at meeting held on 13th March 2019

Agreed: that the minutes are approved as a correct record.

12.2 Matters Arising from the Minutes

There were no matters arising from the minutes.

12.3 Catering & Hospitality Update

Discussed under reserved business.

13. MEETING EVALUATION FORM

Members were requested to complete the form and return it to the Clerk.

14. DATE OF NEXT MEETING

Wednesday 20th November at 4.00pm